

TOWN OF STONINGTON
JOB DESCRIPTION
HIGHWAY SUPERVISOR

NATURE OF WORK:

The Highway Supervisor is responsible for the overall supervision and operations of the Highway Department. Work consists of the preparation of work schedules and the preparation of advance logistics for upcoming projects, ordering needed materials, and obtaining necessary equipment and supplies, as appropriate. The position requires independent judgment, initiative, maturity, observation and communication skills, and accuracy.

SUPERVISION RECEIVED:

The Highway Supervisor works under the direction of the Public Works Director.

SUPERVISION EXERCISED:

The Highway Supervisor provides direction and supervision to the Foreman, Master Mechanic and Highway Department personnel.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

Assists the Director of Public Works with prioritizing Highway Department projects; plans work schedules of all Highway Department personnel, including daily work assignments.

Delegates responsibility for supervising field work to the Foreman.

Coordinates and directs projects, makes detailed plans to accomplish goals and directs the integration of technical activities; implements policies, standards and procedures for work performed in the department; responsible for implementing and enforcing the Department's Safety Manual.

Performs administrative functions such as completing, reviewing and submitting reports, enforcing rules, ordering needed materials, obtaining necessary equipment and supplies, and purchasing materials or services.

Assists the Director of Public Works in the preparation of the highway department budget and in the planning and justification of major capital purchases.

Performs inventory of all equipment, materials and supplies as required.

Inspects completed work for conformance with specifications and standards and records work completed. Reports work accomplished to the Director of Public Works.

Supervises the operation of maintenance equipment and does related work as required.

Acts as a point of contact in regards to snow plowing and emergency calls; if needed in emergency circumstances, the Highway Supervisor may operate equipment otherwise utilized by members of Local 9411/04.

Establishes and maintains appropriate working relationships with Director of Public Works, State and Federal officials, Town officials, public offices, the general public, consultants, other departments and agencies and co-workers.

Must be able to work a flexible schedule.

Regular attendance is a requirement of this position.

OTHER JOB FUNCTIONS:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Performs related work as required.

REQUIREMENTS OF WORK:

Education, Experience and Training:

The education, experience and training required would generally be acquired with Graduation from High School, Vocational School, or equivalent. Minimum of five (5) years experience in highway maintenance or construction work, including at least three (3) years in a supervisory capacity; or any equivalent combination of training and experience that provides the following knowledge, skills and abilities.

Knowledge, Skills and Ability:

Thorough knowledge of the practices and techniques of Highway Department work.

Thorough knowledge of the materials, supplies and equipment used in highway maintenance, repair and construction projects including knowledge specific to road maintenance.

Thorough knowledge of the occupational hazards and safety precautions associated with Highway Department work.

Sufficient knowledge of computers to complete correspondence, reports, budgets and data entry. Ability to utilize a keyboard and respond to visual prompts on a computer screen. Knowledge of GIS and Asset Management software preferred.

Knowledge of machines and tools generally used in highway department work, including their designs, uses, repair, and maintenance.

Knowledge of effective supervisory practices; strong management experience.

Ability to read and interpret engineering plans, specifications, stakes, professional journals and governmental regulations, write standard reports and correspondence, and effectively present information in one-on-one and small group situations. The position requires the ability to solve practical problems and deal with a variety of variables in situations where only limited standardization may exist.

Ability to read and follow oral and written instructions; ability to effectively communicate orally and in writing; ability to write concisely, to express thoughts clearly, and to develop ideas in logical order is required. Information provided orally must be accurately recorded.

Ability to work accurately with names, numbers, colors, codes and/or symbols. Accurate records must be maintained and general reports must be prepared with the ability to exercise discretion in handling confidential information.

Ability to plan, organize, direct, and coordinate work of subordinates. Ability to manage within authorized budget allocations.

Ability to regularly engage in activities necessitated by the position outside normal business hours; i.e., evening meetings, emergencies, etc. (This is highly responsible, professional and administrative work and as such is expressly exempted by the Fair Labor Standards Act and related state laws from the requirement of paid overtime).

Ability to work harmoniously, cooperatively and courteously with others at all times. Ability to maintain a calm manner in stressful and/or emergency situations and an ability to adapt to varying work situations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must hold a CDL driver's license and be able to operate a motor vehicle. The employee is frequently required to sit, stand and walk for prolonged periods of time. Physical stamina and endurance is required. The employee must have the ability to use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl and smell. The employee may lift and/or move up to twenty-five (25) pounds, and, at times, may be required to lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

While performing the duties of this job, the employee frequently works in outside weather conditions as well as the office. The employee may work near moving mechanical parts and in precarious places; is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock and vibration. The noise level in the work environment is usually quiet while in the office and quiet to extremely loud depending on the task or equipment being used in the field.

NECESSARY SPECIAL REQUIREMENTS:

Must possess and maintain a valid Connecticut Motor Vehicle Operator's Commercial Driver's License (CDL).

This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.